



Youth Reinvestment Grant Program

Grantee Orientation

Administrative Responsibilities

TOPICS

- ❖ **Communication**
- ❖ **Standard Agreement - STD 213**
- ❖ **Exhibits to the Grant Agreement**
- ❖ **Non-Governmental Organization (NGO) Assurances**
- ❖ **Prior Approvals**
- ❖ **Grant Administration Guide**

COMMUNICATION

A reminder...

- ❖ Project Director
 - ❖ Financial Officer
- ...must be employees of the grantee
- ❖ Day-to-Day Program and Fiscal contacts could be other staff



STANDARD AGREEMENT

STANDARD AGREEMENT

STD 213 (Rev 03/2019)

AGREEMENT NUMBER

BSCC XXX- 20

PURCHASING AUTHORITY NUMBER (if Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

BOARD OF STATE AND COMMUNITY CORRECTIONS

CONTRACTOR NAME

GRANTEE NAME

2. The term of this Agreement is:

START DATE

JULY 1, 2020

THROUGH END DATE

SEPTEMBER 30, 2023

3. The maximum amount of this Agreement is:

\$000,000.00

4. The parties agree to comply with the terms and conditions of the following exhibits, attachments, and appendices which are by this reference made a part of the Agreement.

| EXHIBITS | TITLE | PAGES |
|---------------|--|-------|
| Exhibit A | Scope of Work | 3 |
| Exhibit B | Budget Detail and Payment Provisions | 4 |
| Exhibit C | General Terms and Conditions (04/2017) | 4 |
| Exhibit D | Special Terms and Conditions | 5 |
| Attachment 1* | 2019 Youth Reinvestment Grant (YRG) Request for Proposals | * |
| Attachment 2 | 2019 YRG Application for Funding | xx |
| Appendix A | 2019 YRG Executive Steering Committee | 1 |
| Appendix B | Criteria for Non-Governmental Organizations Receiving BSCC Program Funds | 2 |

* This item is hereby incorporated by reference and can be viewed at: http://www.bscc.ca.gov/s_youthreinvestmentgrant

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

GRANTEE NAME

| | | | |
|-----------------------------|------|-------|-----|
| CONTRACTOR BUSINESS ADDRESS | CITY | STATE | ZIP |
|-----------------------------|------|-------|-----|

| | |
|--------------------------------|-------|
| PRINTED NAME OF PERSON SIGNING | TITLE |
|--------------------------------|-------|

| | |
|--|-------------|
| CONTRACTOR AUTHORIZED SIGNATURE  | DATE SIGNED |
|--|-------------|

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

BOARD OF STATE AND COMMUNITY CORRECTIONS

| | | | |
|--|--------------------|-------------|--------------|
| CONTRACTING AGENCY ADDRESS 2590 Venture Oaks Way, Suite 200 | CITY Sacramento | STATE CA | ZIP 95833 |
|--|--------------------|-------------|--------------|

| | |
|---|--------------------------|
| PRINTED NAME OF PERSON SIGNING RICARDO GOODRIDGE | TITLE Deputy Director |
|---|--------------------------|

| | |
|--|-------------|
| CONTRACTING AGENCY AUTHORIZED SIGNATURE  | DATE SIGNED |
|--|-------------|

REPORT DUE DATES

5. REPORTING REQUIREMENTS

A. Quarterly Progress Report Periods

Grantee will submit quarterly progress reports in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

Progress Reporting Periods

| | |
|--|--|
| 1. July 1, 2020 to September 30, 2020 | Due no later than: November 16, 2020 |
| 2. October 1, 2020 to December 31, 2020 | February 15, 2021 |
| 3. January 1, 2021 to March 31, 2021 | May 17, 2021 |
| 4. April 1, 2021 to June 30, 2021 | August 16, 2021 |
| 5. July 1, 2021 to September 30, 2021 | November 15, 2021 |
| 6. October 1, 2021 to December 31, 2021 | February 14, 2022 |
| 7. January 1, 2022 to March 31, 2022 | May 16, 2022 |
| 8. April 1, 2022 to June 30, 2022 | August 15, 2022 |
| 9. July 1, 2022 to September 30, 2022 | November 14, 2022 |
| 10. October 1, 2022 to December 31, 2022 | February 14, 2023 |
| 11. January 1, 2023 to March 31, 2023 | May 15, 2023 |
| 12. April 1, 2023 to June 30, 2023 | August 14, 2023 |

B. Evaluation Documents

| | |
|----------------------------------|--|
| 1. Local Evaluation Plan | Due no later than: October 30, 2020 |
| 2. Final Local Evaluation Report | September 30, 2023 |

C. Other

Grantees shall submit all other reports and data as required by the BSCC. *Note: The Project activity period ends June 30, 2023. The period of July 1, 2023 to September 30, 2023 is for completion of the Final Local Evaluation Report and any other reports or data required by the BSCC.*

CONFLICT OF INTEREST

| | Name | Title | Organization |
|----|----------------------------|---|--|
| 1 | David Steinhart (Chair) | Director & BSCC Board Member | Commonweal Juvenile Justice Program |
| 2 | Arthur Bowie | Retired | Sacramento County Public Defender's Office |
| 3 | Beverly Brook | Chaplain | Santa Cruz County Juvenile Detention Center |
| 4 | Michelle Scray Brown | Chief Probation Officer | San Bernardino County |
| 5 | Paul Espinosa | Captain | Los Angeles Police Department |
| 6 | Jane Halladay Goldman | Director, Service Systems Program | National Center for Child Traumatic Stress |
| 7 | Josh Green | Director of Criminal Justice Programs | Urban Peace Institute |
| 8 | Donna Groman | Judge | Los Angeles County Superior Court |
| 9 | Brooke Harris | Adjunct Professor & Supervising Clinical Attorney | Loyola Law School, Center for Juvenile Law & Policy |
| 10 | Gerry Lopez | Managing Deputy District Attorney | Riverside County District Attorney's Office, Crime Prevention Unit |
| 11 | Christina Maricic | California Youth Representative | Self-employed |
| 12 | Meghan Medlin | Owner/Consultant | Medlin Workforce & Reentry Solutions |
| 13 | Laura John Ridolfi | Policy Director | W. Haywood Burns Institute |
| 14 | Brook Smith | Associate Director | The Children's Initiative |
| 15 | Patricia Soung | Policy Director of Youth Justice | Children's Defense Fund – California |
| 16 | Paul Watson | President/CEO | The Global Action Research Center |

ADVANCE PAYMENTS

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

1. INVOICING AND PAYMENTS

- A. The BSCC will disburse one-third of awarded funds to grantees after the Grant Agreement is fully executed. Please note: the initial disbursement may take up to 75 days from the date the Grant Agreement is fully executed to be processed and sent to Grantee. The Grantee shall agree to deposit grant funds into a banking account established by the Grantee and the grant funds shall not be comingled with any other funds. Any interest earned on the account may only be used for allowable expenses during the grant period. Grantee shall only use grant funds for allowable costs (see Exhibit B, "Project Costs") and shall provide invoices and supporting documentation to the BSCC upon request and on a quarterly basis as set forth in the schedule below. When Grantee has expended 80% of the first one-third of disbursed funds, Grantee may request that the BSCC disburse the next one-third of the award. The BSCC shall remit the second one-third of the award within 45 days of grantees request provided the grantee has satisfied the terms and conditions of this grant agreement, Grantee has submitted the required documentation of expenditures, and the BSCC has approved the expenditures. When the Grantee has expended 80% of the total disbursed funds, Grantee may request that the BSCC disburse the final one-third of the award. The BSCC shall remit the final one-third of the award within 45 days of Grantee's request provided the Grantee has satisfied the terms and conditions of this grant agreement, Grantee has submitted the required documentation of expenditures, and the BSCC has approved the expenditures.

INVOICES

Grant Cycle Quarterly Invoicing Periods:

1. July 1, 2020 to September 30, 2020
2. October 1, 2020 to December 31, 2020
3. January 1, 2021 to March 31, 2021
4. April 1, 2021 to June 30, 2021
5. July 1, 2021 to September 30, 2021
6. October 1, 2021 to December 31, 2021
7. January 1, 2022 to March 31, 2022
8. April 1, 2022 to June 30, 2022
9. July 1, 2022 to September 30, 2022
10. October 1, 2022 to December 31, 2022
11. January 1, 2023 to March 31, 2023
12. April 1, 2023 to June 30, 2023

Final Invoicing Periods:

13. July 1, 2023 to September 30, 2023

Due no later than:

November 16, 2020

February 15, 2021

May 17, 2021

August 16, 2021

November 15, 2021

February 14, 2022

May 16, 2022

August 15, 2022

November 14, 2022

February 14, 2023

May 15, 2023

August 14, 2023

Due no later than:

November 14, 2023

SPECIAL CONDITIONS

1. POTENTIAL SUBCONTRACTORS

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.
- B. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relation between the BSCC and any subcontractors...
- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the Youth Reinvestment Grant Program RFP and described in Appendix B.
- D. Grantee assures that for any subcontract awarded by the Grantee, such insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:
 - 1) Books and Records
Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained...
 - 2) Access to Books and Records
Make such books, records, supporting documentations, and other evidence available to the BSCC or designee... for a minimum of three (3) years...

APPENDIX B

Criteria for Non-Governmental Organizations Receiving 2019 Youth Reinvestment Grant Funds

The 2019 Youth Reinvestment Grant Program Request for Proposals (RFP) includes requirements that apply to non-governmental organizations that receive funds under this grant. All grantees are responsible for ensuring that any contracted third parties continually meet these requirements as a condition of receiving 2019 YRG funds. The RFP describes these requirements as follows:

All NGOs that receive 2019 YRG funds as direct grantees or as sub-grantees of a local governmental entity must have tax exempt status per Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code. In addition, any NGO that receives 2019 YRG Grant funds (as a grantee, a subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six months prior to the effective date of its fiscal agreement with the BSCC or with the YRG grantee. Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee-subcontractor fiscal agreement.
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address (an exception may be made for Indian Tribes).

NGO ASSURANCE

SECRETARY OF STATE



Alex Padilla
California Secretary of State



Home About Business Notary & Authentications Elections Campaign & Lobbying State Archives Registries News Contact



Business Entities (BE)

Online Services

File LLC Statement of Information

File Corporation Statement of Information

Business Search

Publicly Traded Disclosure Search

Current Processing Dates

Service Options

Name Availability

Forms, Samples & Fees

Statements of Information (annual/biennial reports)

Filing Tips

Information Requests (certificates, copies & status reports)

Service of Process

FAQs

Contact Information

Resources

Business Resources

Tax Information

Business Search

This search provides access to available information for corporations, limited liability companies and limited partnerships of record with the California Secretary of State, including **free PDF copies** of imaged business entity documents, including the most recent imaged Statements of Information filed for corporations and limited liability companies. Please note: This search is not intended to serve as a name availability search. For information on checking or reserving a name, refer to [Name Availability](#).

To conduct a search:

- Select the applicable search type.
- In the "Search Criteria" box, enter the entity name or number you wish to search. Note: If entering the entity number of a corporation, the number must begin with the letter C.
- Select the search filter you wish to use to locate the entity if searching for an entity name.
- Select the Search button.
- For help with searching an entity name or number, refer to [Search Tips](#).

All fields marked with an asterisk (*) are required.

Search Type * Corporation Name LP/LLC Name Entity Number

Search Criteria * Search Filter

Disclaimer: This tool allows you to search the Secretary of State's California Business Search database for abstracts of information for domestic stock, domestic nonprofit and qualified foreign corporations, limited liability companies and limited partnerships that have filed with this office. This search tool groups corporations separately from limited liability companies and limited partnerships and returns all entities for the search criteria in the respective groups regardless of the current status.

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." For information on ordering copies of the official business entity records for a particular entity, please refer to [Information Requests](#).

PRIOR APPROVAL REQUIRED

❖ Food & Beverages

❖ Gift Cards

❖ Incentives

❖ Vehicles

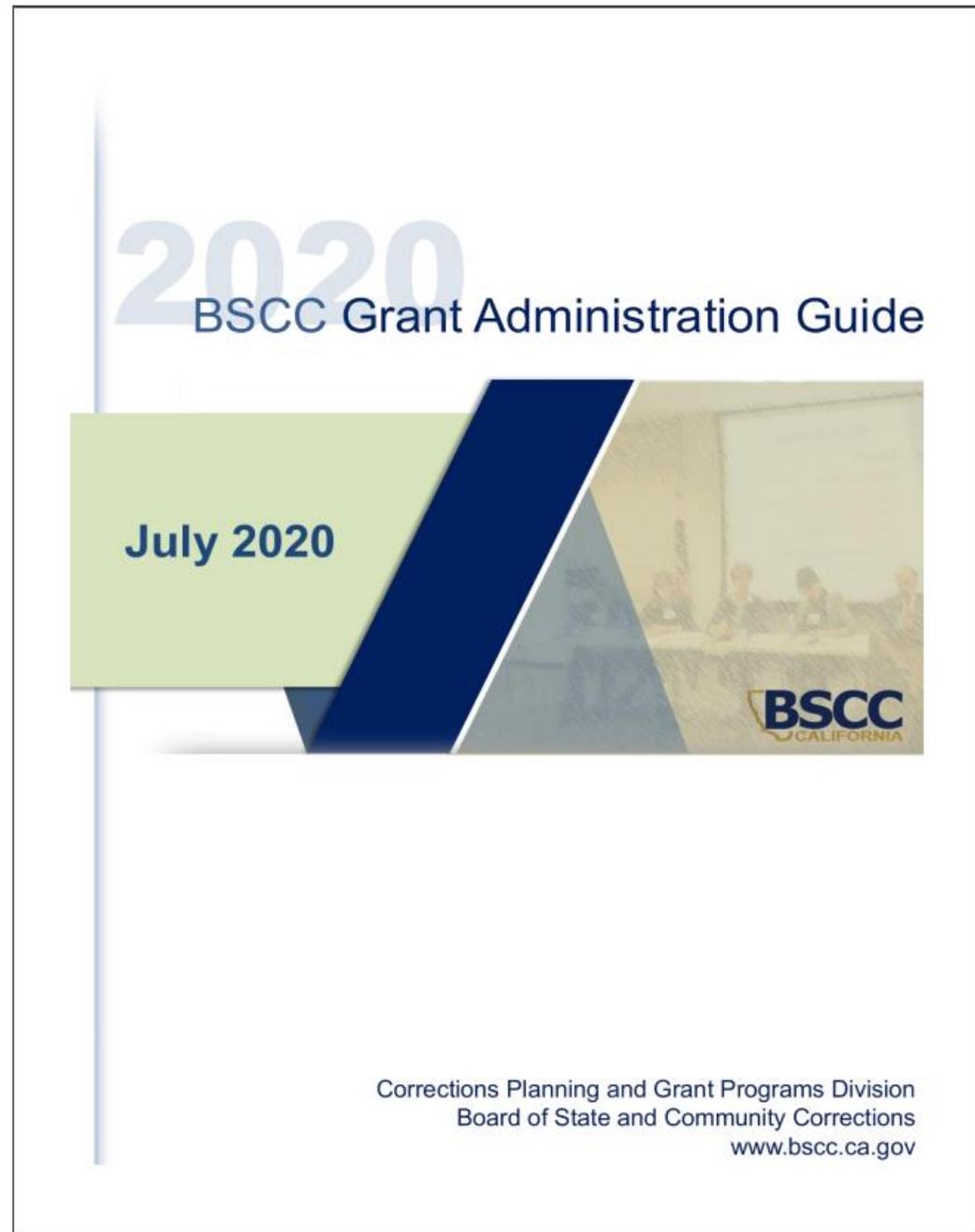
❖ Out-of-State Travel



GRANT ADMINISTRATION GUIDE

BSCC Website:

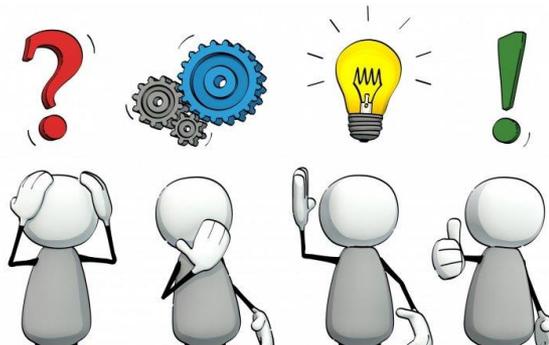
[http://www.bscc.ca.gov/
wp-content/uploads/
BSCC-Grant-Admin-
Guide-July-2020-Final.pdf](http://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2020-Final.pdf)



Corrections Planning and Grant Programs Division
Board of State and Community Corrections
www.bscc.ca.gov

TAKEAWAYS

- ❖ Adhere to Grant Agreement!!!
- ❖ Stay on top of due dates
- ❖ Ensure any subcontracts include BSCC required language
- ❖ Maintain updated NGO Assurances & Contact Information
- ❖ Prior approval required for certain items





QUESTIONS?